

DUTY STATEMENT

		EFFECTIVE DATE October 7, 2018
BRANCH Administrative Services Branch	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 223 - 7500 - 002	
DIVISION/UNIT Human Resources Operations	CLASS TITLE CEA Level A	
INCUMBENT NAME Vacant	WORKING TITLE Assistant Director of Human Resources	
CalSTRS is dedicated to securing the financial future and sustaining the trust of California's educators through customer service, accountability, leadership, strength, trust, respect, and stewardship.		
Under the general direction of the Director of Human Resources, the Assistant Director of Human Resources directs the activities associated with the following Human Resources programs: Talent Management (Classification & Compensation; Talent Acquisition, Outreach and Examinations; Performance Management; and Labor Relations), Workforce Strategy and Succession Planning, Diversity and Inclusion, Payroll and Leave Benefits, and internal HR business operations. The Assistant Director of Human Resources is the enterprise policy advisor for all human resources management issues related to the aforementioned programs.		
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>	
30%	ESSENTIAL FUNCTIONS Direct the development and implementation of policies and programs within Human Resources Operations. Provide leadership, management and policy direction for the work activities and performance of staff managing the following Human Resources programs: Talent Management (Classification and Compensation, Talent Acquisition, Outreach and Examinations; Performance Management; and Labor Relations), Workforce Strategy and Succession Planning, Diversity and Inclusion, Payroll and Leave Benefits, and an HR shared services unit dedicated to Human Resources internal business operations and support for budgeting, consulting contracts & procurement, employee background investigations, policy implementation, analytics & workforce statistics, and HR technology. Ensure that all HR Operations programs are working in cohesion to support CalSTRS sustainable workforce practices. Consult with the Director of Human Resources on organizational changes, personnel management issues, and allocation of resources.	
30%	Serve as enterprise policy advisor for all human resources management issues related to the aforementioned programs. Provide extensive policy and program consultation and advice to the Director of Human Resources, Executive Staff and CalSTRS Senior Leadership in rendering sensitive human resources, performance management, workforce strategy and organizational restructuring decisions. Direct the implementation and improvement of new and existing policies, processes and procedures while ensuring program integrity specific to CalSTRS goals, strategic vision, legislative mandates, business direction, and HR service and performance objectives. Continually assess assigned human resources programs for risks to ensure the sustainability of critical business processes and develop and implement risk mitigation strategies. Consult with the Director of Human Resources on sensitive and time-critical policy issues.	
20%	Collaborate with control agencies to ensure that CalSTRS interests are included in the decision-making process. Ensure compliance with policies, procedures, and processes that are consistent with the organization's goals, objectives, federal and state laws, and the rules of the California Department of Human Resources (CalHR), State Personnel Board (SPB), the State Controller's Office (SCO), and other state business partners. Monitor and make policy recommendations on the impacts of legislation and regulation on CalSTRS programs.	

15%	<p>Represent CalSTRS at control agencies or other professional organizations on human resource issues. Participate in control agency activities that support civil service improvements.</p> <p>Serve as a member of CalSTRS leadership and participate in program and policy direction and the development of CalSTRS Board's Strategic Plan and Annual Business Plan. Oversee the development of CalSTRS Workforce Strategy and Succession Plans that support CalSTRS sustainability and address the organization's current and future needs. Develop and maintain effective partnerships with CalSTRS leadership to ensure their operational needs are considered when process and/or procedure changes are being explored. Participate as a senior management sponsor, business lead or team member in enterprise-wide projects. Align human resources operations programs with key projects. Champion CalSTRS initiatives such as the development of talent acquisition strategies, leveraging technology to improve human resource services and products, building and implementing a comprehensive performance management system and other enterprise-wide efforts. Serve as a Leadership representative on CalSTRS governance councils and organization-wide forums.</p>
5%	<p>MARGINAL FUNCTIONS</p> <ul style="list-style-type: none">• Act on behalf of the Director of Human Resources in their absence.• Represent CalSTRS Human Resources at meetings and conferences.

COMPETENCIES

Core Competencies. All employees are responsible for understanding and demonstrating CalSTRS' core competencies:

- Adaptability/Flexibility
- Communication
- Customer/Client Focus
- Teamwork
- Work Standards/Quality Orientation

Classification Competencies.

- Change Leadership
- Decision Making
- Fostering Diversity
- Global Perspective
- Interpersonal Skills for Relationship Building
- Organizational Awareness
- Professional Confidence
- Results Orientation
- Risk Management
- Strategic Thinking and Implementation

INTERPERSONAL SKILLS

- Interact successfully in a team environment.
- Deal with individuals in a tactful, congenial, and personal manner.
- Communicate effectively in a diverse community with individuals from varied experiences, perspectives and backgrounds.
- Demonstrate commitment to diversity of thought, an inclusive leadership style, and ability to give and receive feedback with the highest level of professionalism.

WORKING CONDITIONS AND PHYSICAL ABILITIES REQUIRED OF THE JOB

WORK ENVIRONMENT

- Occasional travel, including overnight travel, to attend meetings and conferences.
- Work in high rise building.
- Work hours may include weekends, evenings and holidays.

PHYSICAL ABILITIES

- Ability to use a computer keyboard several hours a day.
- Read from computer screens several hours a day.
- Must be able to function rationally, coolly and deliberately under pressure situations in order to reach the best solution.

Responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation by adhering to CalSTRS' policies and processes Responsible for participating in mandated HR or EEO training workshops (i.e. Sexual Harassment, EEO, etc.).

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT
- I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION
- I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

HUMAN RESOURCES ANALYST'S NAME (Print)

HUMAN RESOURCES ANALYST'S SIGNATURE

DATE